

Please note that once the deadline your school has set passes, you can no longer see your meal choices - please contact your school if you'd like further details.

On the Parent Portal

From the main Parent Portal page, click **Quick Actions** and select **Meals**.



You'll be taken to the **Meal Choices** page, where you will be presented with a list of Meals that have available menus to choose from. You can see past meals by using the Academic Year drop-down menu. To order meals for next year, please select 2023/2024 in the academic year.

Meal Choices

		Academic Year	2022/2023 ▼
Meals available to Anna Adams			
Autumn Term Lunch	Meal choices available		▶
Spring Term Lunch	Meal choices available		▶
Summer Term Lunch	Meal choices available		▶

Click on a meal.

You can then see the **Meal Choices** page:

- You can see your child's meal account balance at the top - if this balance is negative it will be highlighted in red.
- You can top up the balance via card payment using the **Top up account** button.

On the page you can see all future dates you can select a meal for:

- **Deadline passed** - the deadline your school has set to make a meal choice has passed and cannot be edited by you. Your child's teacher can amend their choice while taking the register, or you can contact your school if you'd like to specify what meal your child is going to have.
- **No choices made** - click to select the meal your child will have.
- **Meal Choice** - you've set a meal choice already, but you can click it to change your choice.

The screenshot shows the 'Meal Choices - Lunch' page. At the top left is a '« Back' button. The title 'Meal Choices - Lunch' is centered. Below the title, the 'Meals Balance: £80.00' is displayed in green. To the right of the balance is a green 'Top up account' button. Below the balance is a 'Term' dropdown menu set to 'Spring 2022/2023'. The main content area is divided into two sections: 'Week beginning 02 Jan 2023' and 'Week beginning 09 Jan 2023'. Each section contains a table of days and meal choices.

Week beginning 02 Jan 2023	
Wednesday	No choices made
Thursday	No choices made
Friday	No choices made

Week beginning 09 Jan 2023	
Monday	No choices made

When choosing a meal, click on the day. In the slide over, you'll see when the deadline for making your choice is.

You can also select your Meal Choice, and whether to apply this to all future dates. For example if you select Pizza and your school has Pizza as an option every Wednesday and Friday, their choice for every upcoming Wednesday and Friday will be automatically set to be Pizza.

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22 Sep 2022

Deadline date

The deadline for making choices for this meal is 21 Sep 2022, 23:40

Add Meal Choice

Meal choice*

Pick for all future available dates*

Cancel

Confirm choice

To edit or remove a meal choice that has already made, click on the day to open the edit slide over. Update the meal choice, or click **Remove choice** to delete the choice and revert it to **No choices made**.

Week beginning 26 Sep 2022

Monday No choices made

Tuesday No choices made

Wednesday No choices made

Thursday Pizza

Friday Fish & Chips

Week beginning 03 Oct 2022

Monday No choices made

Tuesday No choices made

Wednesday No choices made

Thursday Pizza

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29 Sep 2022

Deadline date

The deadline for making choices for this meal is 28 Sep 2022

Edit Meal Choice

Meal choice*

Pick for all future available dates*

Remove choice

Cancel

Confirm choice